

THE TROY CIVIL SERVICE COMMISSION ANNOUNCES AN OPEN COMPETITIVE EXAMINATION

Exam Title: **Assistant Code Inspector**

Exam #: **64777**

Last Date for Filing: **May 12, 2004**

Date of Examination: **June 19, 2004**

Assistant Code Inspector: City of Troy, Grade 11, Salary Range \$27,090 to \$40,547

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must have been legal residents of the City of Troy for at least one (1) month immediately preceding the date of this examination.

DUTIES OF THE POSITION: (Illustrative only)

- Conducts inspections of buildings under construction and existing structures to insure compliance with applicable codes
- Prepares and maintains records of inspections activities
- Investigates complaints of code violations and assists in the prosecution of violators
- Serves notices of code violations on property owners
- Performs reinspections to determine if violations have been corrected
- Provides routine information to the public in regard to building, plumbing, housing and zoning codes and the multiple residence law
- Participates in in-service training to acquire knowledge of code enforcement duties

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

1. Graduation from a Regionally Accredited or New York State Registered College with an Associates Degree in Building or Construction Technology or a related field, and one (1) year of experience in construction maintenance or mechanical work under supervision from a skilled craftsman;

OR

2. Graduation from high school and three (3) years of experience in construction, maintenance or mechanical work under supervision from a skilled craftsman.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will test for knowledge, skills and/or abilities in such areas as:

1. **Inspection Procedures and Principles** – These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects, including proper adherence to plans and codes, dealing with residents, owners and contractors, and inspection record keeping.
2. **Building Construction and Rehabilitation** – These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.
3. **Understanding and Interpreting Building Plans and Requirements** – These questions test for the ability to read and analyze technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.
4. **Office Record Keeping** – These questions test your ability to perform common office record keeping tasks. The test consists of two or more “sets” of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collating of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.
5. **Understanding and Interpreting Written Material** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

The use of a calculator is RECOMMENDED for the exam.

This exam is being prepared and rated by the New York State Department of Civil Service, in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the preparation and rating of examinations will apply to the written examination.

VETERANS or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

For purposes of claiming veteran credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946

October 23, 1983 to November 21, 1983

June 27, 1950 to January 31, 1955

December 20, 1989 to January 31, 1990*

December 22, 1961 to May 7, 1975

August 2, 1990 to end of such hostilities

June 1, 1983 to December 1, 1987*

*Credit for Lebanon, Grenada and Panama will be limited to those who received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal or the Marine Corps Expeditionary Medal.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It

is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointments in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, **no credit may be added after the eligible list has been established.**

APPLICATION FEE: A **\$15.00 NON-REFUNDABLE** fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Applications may be filed in person at the Troy Civil Service Commission Office in Troy City Hall, or by mail. **SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE.** If mailing the application, send check or money order, payable to the Troy Civil Service Commission, and write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL.** The address is Troy Civil Service Commission, City Hall, 1 Monument Square, Troy, NY 12180.

NOTICE TO CANDIDATES: Unless otherwise specified, candidates are permitted to use quiet, handheld solar or battery-powered calculators. Devices with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Accepted candidates will be notified when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is rejected, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Call the Commission if you have not received your notice three (3) days before the date of the test.

RELIGIOUS ACCOMODATIONS – DISABLED PERSONS-MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

CROSS FILER STATEMENT: If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you are taking another Civil Service examination for any other Civil Service agency on the same day as this examination, please notify this office at the time you file your application.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

THE CITY OF TROY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.